

BKEPT. REIMBURSEMENT POLICY

CORPORATE GOVERNANCE
EFFECTIVE: JAN 1, 2026
FINANCIAL OPERATIONS

01 // THE CORE PRINCIPLE

The company trusts employees to spend funds wisely. The guiding rule for all expenses is: **"Spend company money as if it were your own."**

All expenses must be reasonable, necessary, and directly related to business objectives. Extravagance is not reimbursable.

02 // VALID EXPENSES

- **Travel:** Economy class airfare, standard hotel accommodations, and ground transport (Uber/Lyft/Rail) for business trips > 50 miles from HQ.
- **Meals (Travel):** Personal meals while traveling are reimbursable up to the daily per diem.
- **Meals (Client):** Meals with active or prospective clients where business is discussed. Names of attendees must be noted.
- **Software/Tools:** Pre-approved SaaS subscriptions required for your role.
- **Office Supplies:** Standard equipment necessary for remote work (monitors, cables), excluding furniture.

03 // SPENDING THRESHOLDS

CLIENT MEALS
\$75 / person

TEAM TRAVEL (HOTEL)
\$250 / night

AIRFARE
Economy Only

PRE-APPROVAL REQUIRED
Expenses > \$500

04 // NON-REIMBURSABLE (THE RED LINE)

- **Upgrades:** Business/First class flights or luxury hotel suites.
- **Personal Items:** Toiletries, clothing, luggage, or dry cleaning.
- **Fines:** Parking tickets, speeding violations, or late fees.
- **Entertainment:** Movies, gym fees, or non-client entertainment.
- **Commute:** Travel between your home and the primary office.

THE GOLDEN RULE OF RECEIPTS:

"No Receipt, No Money."

Credit card statements are not receipts. You must provide the itemized vendor receipt showing exactly what was purchased. Digital photos or PDF scans are acceptable.

05 // SUBMISSION PROTOCOL

Expenses must be submitted within **30 days** of the transaction date. Submissions older than 60 days will be rejected automatically.

Submit all reports via the [INSERT SOFTWARE NAME] portal. Reimbursements are processed on the 15th and 30th of each month.